



NHPC Limited

Suppliers code of conduct

Introduction

NHPC Limited expects from its vendors and suppliers to strictly follow or adhere to the Supplier Code of Conduct for procurement of Goods, Services and Works and encourages all the vendors and suppliers to comply with the said principles.

NHPC is committed to responsible, sustainable, and ethical business practices to encourage environmental conservation, adhere to human rights and labour standards, promote social welfare and community development, ethical business conduct, and strongly comply with governance mechanism,

NHPC's Supplier Code of conduct is available on NHPC website.

Applicability

Vendor and "Supplier" here means any business, company, corporation, person(s), or other entity that provides, sells, or seeks to sell, any kind of goods or services or executes works to NHPC Limited, including the vendor's / Supplier's employees, agents, and other representatives.

NHPC Limited shall communicate the code to related entities and sub-contractors who support them in delivering goods & services and executing works and ensure adherence from other related entities and sub-contractors.

Guidelines of the Code:

NHPC adhere to the following:

- NHPC adheres with the tendering process which is well defined and transparent.
- NHPC takes due care of all dimensions of Human Rights and Labour in order to eliminate Forced Labour, Child labour, comply with occupational health and safety standards, discrimination and harassment, freedom of associations and collective bargaining etc.
- To take all efforts to optimize environmental aspects like energy consumption, resource usage, greenhouse gas emissions, biodiversity, land conservation etc.
- NHPC's procurement is carried out in line with the procurement manual as well as standard tender document for procurement of Goods, Services and Work.



- NHPC evaluates vendors on basis of well-defined tender terms and conditions that includes various social and environmental aspects. Vendors are banned from execution of the contract, in case of deviation from the tender terms and conditions and any non-compliance.
- NHPC regularly organizes training programs for various stakeholders like suppliers/ contractors and vendors, project affected family members and employees on varied socio-environmental and governance parameters
- Goods & Services are, in general being procured through GeM portal (Government e-Marketplace) whereas Works and major contracts are being procured /awarded through CPP portal. While procuring through GeM, the general terms & conditions of GeM are also followed.
- All the government policies regarding public procurement viz; Public Procurement (Preference to Make in India) Order'2017, Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012, Policy related to Land Border sharing etc. along with NHPC's own preferential policy for project affected family etc. are being strictly followed.
- Government guidelines viz; minimum wages, labour laws etc. are as applicable also incorporated in the tender document as a minimum qualification criterion. In addition to this, aspects like compliance with environmental performance and proper environment management system (EnMS) is also given due credit during supplier and vendor selection.

The tenders are evaluated through a constituted committee (except category bidding on GeM) complying CVC guidelines and vendor/ supplier assessment criteria encompassing social, environmental, and governance parameters.

The vendors and suppliers are expected to adhere to the following:

- All the suppliers shall be committed to supply products and services of desired quality that meet all applicable standards including product packaging, labelling and after-sales service obligations.
- Suppliers shall comply to Human Rights and Labour laws regarding Forced Labour, Child labour, Occupational health and safety, discrimination and harassment, freedom of associations and collective bargaining etc.
- The suppliers shall adhere to the terms and conditions of contract in true spirit.
- The supplier shall not indulge in Corrupt, Bribery, Fraudulent, Collusive, Coercive practices.
- Comply with all applicable laws and regulations, both in letter and in spirit, in all the territories in which it operates.
- Strive to provide a safe, healthy and clean working environment for its employees, workers, and extended workforce.
- Strive for environmental sustainability and resource efficiency, particularly for greenhouse gas emission , water management, waste and hazardous materials management.



- Safeguard the confidentiality on the use of intellectual property, information and data of the Company.
- The Supplier shall not make unfair or misleading statements about the products and services of competitors.

Continuous improvement, wherever applicable, NHPC will support vendors and suppliers in following and establishing best practices in order to meet and exceed the standards outlined in the Code.

Integrity pact:

There is a provision of integrity pact in the tender documents / contracts which is signed by the bidder(s) / contractor(s) and employer (NHPC). Under the integrity pact, there is a mutual commitment of Bidder(s)/Contractor(s) as well as employer (NHPC) to follow the transparent procedure during tendering and execution of the contract.

Grievance redressal:

NHPC takes utmost care and gives top priority to make timely payments to the suppliers well within the stipulated time and extends all possible support to the vendors & suppliers as per terms and conditions of the contract. In case of any issue or grievance, the vendor & supplier can lodge their complaints in the relevant portal or contact the concerned authority in NHPC through email /website. Well established mechanisms are in place in NHPC for redressal of grievance and handling of disputes.

Acceptance

By signing on the agreement/ purchase order/ contract copy the vendor and/or supplier acknowledges that he/she has read, understood, and accepted the guidelines as described in the Supplier Code of the Conduct. The suppliers and vendors are expected to fulfil the aforementioned key elements by incorporating them in their own business practices and operations.

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